



# POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## DIVISION OF LIBRARY DEVELOPMENT SERVICES PUBLIC LIBRARIES AND STATE NETWORK SERVICES BRANCH

July 15, 2005

**POSITION TITLE:** Staff Specialist III, Public Libraries

**POSITION NUMBER:** 039653

**SALARY:** State Salary Grade 18  
\$43,854 - \$61,595

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This is a professional position responsible for providing leadership in the coordination of the Library Services and Technology Act (LSTA) grant program and the collection, analysis and dissemination of Statewide library statistical data.

**DUTIES AND RESPONSIBILITIES:** Provides leadership and technical assistance in interpreting laws, regulations and procedures for the LSTA grant; coordinates, supports, designs and implements processes for the LSTA grant; assists in developing policies and criteria for competitive grants and the formulation and implementation of State plans for the LSTA grant and other federal and State grant programs; coordinates the compilation, analysis and dissemination of the annual public library statistics and serves as the State Data Coordinator at the national level; serves as a liaison between Maryland libraries and the Maryland State Department of Education on public library laws and regulations; participates in establishing goals and objectives and in developing strategies for implementing plans.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree in Library Information Science from a college or university accredited by the American Library Association (ALA) or a related field.

**EXPERIENCE:** Three years of varied professional library experience that includes grant writing and management, project management, statistical collection and analysis.

**NOTE:** Two additional years of experience directly related to the position may be substituted for the required Master's Degree.

**ESSENTIAL REQUIREMENTS:** Knowledge of the Library Services and Technology Act preferred; knowledge of grant writing and management; knowledge of the methods of collecting, managing and analyzing data; skill in the use of spreadsheets and data management; skill in using a variety of computer software and new technologies; skill in project management; skill in written communications; ability to interpret and apply laws, regulations and standards governing public libraries; ability to organize and manage multiple tasks; ability to establish and maintain effective working relationships with a broad range of stakeholders; ability to work as a team member and to be flexible and creative in a changing environment.

**PROCEDURE FOR APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating application for Position #039653. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs).

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment. Appropriate accommodations for individuals with disabilities are available upon request.

**CLOSING DATE:**

Open until filled.